



WISCONSIN

DEPARTMENT OF WORKFORCE DEVELOPMENT
Division of Economic Support
Bureau of Work Support Programs

**TO: Economic Support Supervisors
Economic Support Lead Workers
Training Staff
Child Care Coordinators
W-2 Agencies**

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Non W-2 ☐ **W-2** ☒ **CC** ☐

PRIORITY: Medium

SUBJECT: W-2 FACT FINDING REVIEW REPORT

CROSS REFERENCE: W-2 Manual

EFFECTIVE DATE: Immediately.

PURPOSE

This memo provides a revised Fact Finding Review Report.

BACKGROUND

Agencies use this method to report their monthly fact finding reviews to DES. The updates were done to include petitions to the fact finding review process dealing with:

- 24-month extension denial
- FSET
- Community Reinvestment

We also updated the "Attendance at Review" section (bottom of document) to account for representation by persons who are not legal advocates

W-2 Contract Monitoring
FACT FINDING REVIEW REPORT

Agency Name: _____

Staff Person: _____

Reporting Month: _____

Telephone Number: _____

Participant's Name	PIN or Case Number	Review Request Date	Reason for Fact Finding Review	Review Date	Decision Date	Review Disposition	Decision in Favor	(In) Attendance at Review

CODES:

Reasons for Fact Finding Review

Employment Position	Emp
Child Care	CC
Job Access Loan	JAL
Emergency Assistance	EA
24-Month Ext. Request	
Denial	Ext. D
Comm Reinvestment	CR
FSET	FSET

Review Disposition

Resolved	R
Withdrew	W
Case Abandoned	CA

Attendance at Review

LAW	L
Other Legal Rep	OLR
No Show (list party)	NS
Participant	Par.
W-2 Agency Staff	AgS
Non Legal Advocate	NLA

Decision in Favor

Participant	Par.
Agency	Ag.
Agency w/Condition	AgC
Pending	Pd.